



CALIFORNIA DEPARTMENT OF AGING CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CALIFORNIA DEPARTMENT OF AGING	RELEASE DATE:	Wednesday, April 29, 2009
POSITION TITLE:	DEPUTY DIRECTOR, ADMINISTRATION DIVISION	FINAL FILING DATE:	Tuesday, May 12, 2009
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,815.00 - \$ 8,616.00 / Month	BULLETIN ID:	04292009_4

POSITION DESCRIPTION

Under the administrative direction of the Chief Deputy Director of the California Department of Aging (CDA), the Deputy Director of the Administration Division is a member of the Executive Staff, participating in the development, implementation, and evaluation of department policy. The Deputy serves as principal advisor on complex issues relating to budgetary, human resources, business services, contracts, information technology, external auditing, disaster planning, and other administrative policies affecting the programs of the Department. The Administration Division has approximately 46 staff working in four branches, and each branch is overseen by a manager.

DUTIES AND RESPONSIBILITIES

The incumbent directs the overall operations of the Administration Division. Essential functions include:

Plans, organizes, directs, implements and evaluates all activities of the staff of the Administration Division, intended to support the achievement of the objectives of the Department's vision, mission, and goals. Responsible for oversight and direction to supervisors and managers in the Accounting, Audits, Contract and Business Services, Budgets, Human Resources and Information Technology units within the Department. This includes responsibility for fiscal policy; budget development and maintenance; accounting services; information technology; contracts management; business management services; human resource and labor relations; training and education and audits of all programs.

Responsible for financial management of all support activities, sub-state programs and final review of all allocations of funds to local agencies in accordance with formulae specified by federal and State law.

Provides the Directorate with on-going, systematic evaluation of Department policy and activities; develops original proposals; and evaluates and makes recommendations on staff proposals involving all areas of administration.

Represents the Department in meetings, discussions and workgroups that include State entities such as the Legislature, Health and Human Services Agency, Governor's Office, Department of Finance, Auditor General's Office, Legislative Analyst's Office, Federal agencies such as the Administration of Aging, Department of Health and Human Services, Department of Labor, Local Government entities, and the department's external partners such as Area Agencies on Aging.

Serves as an Executive Member of the CDA Information Technology Steering Committee, responsible for setting policies and priorities related to the use of information technology; serves as an Executive Member of the Department's Strategic Planning Committee; responsible for the Department's Risk Management program; responsible for the development and maintenance of CDA's Continuity of Operations/Continuity of Government Plan and serves as the Department's Contracting and Procurement Officer, responsible for ensuring compliance with the State's procurement policies and procedures.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in

the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will be emphasized in competitively evaluating each candidate:

- Knowledge of the Department's mission, organization, goals, functions, and policies as well as its contractual relationships with other state, federal, and local entities.
- Understanding of the Older Americans Act, the Older Californians Act, as well as knowledge of and experience in addressing issues pertaining to Medi-Cal program requirements.
- Ability to establish and maintain cooperative, effective working relationships with representatives from all levels of government, the public, Legislature, and Executive Branch.
- Ability to plan proactively, react to adversity effectively, and organize, coordinate, and manage, responding to multiple complex issues simultaneously.
- Ability to effectively supervise and manage the work of staff within the Administration Division to

ensure that consistent policy interpretation and guidance are provided to programs and that work deadlines are being met.

- Ability to advise executive management on a wide range of administrative issues, and formulate and execute effective strategies to solve challenges.

DESIRABLE CHARACTERISTICS

Strong communication skills: ability to speak and write clearly and persuasively and listen attentively.

Seasoned, mature judgment: ability to be as firm or flexible as the situation requires.

Executive presence: ability to earn the confidence and respect of others (e.g., executives, legislators, stakeholders); able to represent the organization at the highest levels.

Self-confidence tempered by diplomacy and humility.

Creative and innovative: applies new ways of thinking and problem solving approaches to develop policy alternatives.

Consensus builder both internally and externally: can formulate strategic and tactical plans for bringing diverse perspectives together; can facilitate discussion and debate that leads to a defensible outcome or solution.

Tolerant of and effective in guiding process decision making; ability to articulate and work through group processes.

Team oriented: ability to build, foster, manage, and lead successful team efforts at all levels within the Department; nurturing management style.

Highest ethical standards and conduct; holds self and others accountable.

Disciplined, dependable, pragmatic, and hardworking.

Commitment to diversity.

Personally committed to the mission and goals of CDA.

DESIRED BACKGROUND/EXPERIENCE

CDA requires a highly motivated leader committed to advancing programs and services throughout California that support older adults and adults with disabilities to live with dignity and independence. The ideal candidate will have proven experience in addressing a wide range of aging/policy issues; with demonstrated skills in conducting complex analyses; written and oral communications, interagency coordination, and negotiations to advance policy and resolution.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **DEPUTY DIRECTOR, ADMINISTRATION DIVISION**, with the **CALIFORNIA DEPARTMENT OF AGING**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

STATEMENT OF QUALIFICATIONS

In addition to submitting a Standard State Application (STD. 678) and resume, all interested applicants are required to submit a Statement of Qualifications with specific information on how his/her background, knowledge, skills, and abilities meet the minimum qualifications, desirable qualifications, and desirable characteristics.

1) In a small department, such as CDA, the Deputy Director of Administration is expected to be a “hands on” leader and must possess detailed administrative and broad program skills and experience. The Deputy Director is responsible for all financial management, including oversight of the development and monitoring of the Department’s budget which includes multiple federal, state and special funding streams, most of which have complex, multi-level allocation formulas. This funding is distributed through approximately 462 contracts and amendments annually.

Please describe your specific knowledge and experience in directly managing and supervising the overall fiscal operations, personnel management, contracting and procurement, information technology, and audit functions within a state entity.

2) The Deputy Director serves as the high-level resource and fiscal technical expert in advising the Director and other members of the Executive Team in addressing significant policy issues and in making decisions that affect all of the programs administered by CDA. The Deputy often acts for the Director/Chief Deputy in their absence.

Please describe your previous experience in this role. Describe how you effectively communicated with and coordinated with high-level management both within and across departments in identifying, presenting, and resolving critical issues.

3) The Deputy Director must explain and defend the Department’s proposals/positions to state control agencies, the Legislature (e.g. Budget Committees), the Department’s contractors, and public stakeholders. This communication often pertains to complex sensitive issues.

Please describe your experience and involvement in communicating, both orally and in writing, in the types of entities noted above. Please articulate specific strategies that you use to ensure that your communications are effective.

4) Describe your leadership ability, including techniques you have used in organizing and motivating groups and/or employees, and your abilities to deal effectively with a variety of individuals, stakeholders, and state agencies.

Cite at least one specific example of a complex important issue that required you to lead the work of a group in producing a viable proposal or work product resolving/addressing this major issue.

The Statement of Qualifications serves as a document of each candidate’s ability to communicate in writing clearly and concisely. The Statement of Qualifications should be no more than four pages, single-spaced, and Arial 12 point type font and discuss the five critical factors above. Resumes do not take the place of the Statement of Qualifications.

FILING INSTRUCTIONS

Please include three professional references (names and telephone numbers).

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than four pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

CALIFORNIA DEPARTMENT OF AGING, Human Resources Section
1300 National Drive, Suite 200, Sacramento, CA 95834
Annette Roberts | (916) 419-7527 | aroberts@aging.ca.gov

ADDITIONAL INFORMATION

You may access an examination bulletin and duty statement at the CDA website located at [www.aging.ca.gov/Career Opportunities](http://www.aging.ca.gov/Career%20Opportunities).

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA DEPARTMENT OF AGING reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>